Instructions
MIHP Contact Log
(11/01/15)

These instructions are intended to clarify data fields that users have asked about in the past and to provide definitions for other fields to ensure that all users are interpreting them in the same way. If you have any questions about these instructions or think further instructions are needed, please contact Deb Marciniak at marciniakd1@michigan.gov or 517 324-8314.

A contact log is required in every MIHP chart opened as of October 1, 2014. You may use the *MIHP Contact Log* or design your own form.

The *MIHP Contact Log* is a very basic form. It provides spaces for the date, notes, and the initials of the professional or administrative staff person making an entry.

You are required to use the contact log to document attempts to contact the beneficiary (e.g., phone, text, email, letter, note on door, etc.) between professional visits and from the last MIHP billable service to discharge. However, you are not required to log routine contacts, such as calling the beneficiary to confirm an upcoming appointment or to ask for directions to the beneficiary's home.

You are encouraged to use the log for other purposes as well. For example, you may use it to document:

1. Contacts with other service providers on behalf of the beneficiary.

2. Contacts among team members.

3. Decisions made among team members.

4. Reason why you added a risk domain to the *POC 2*, based on the risk criteria listed in Column 2 of the *POC 2*.

5. Reason why you changed the risk level for a particular domain, based on the risk criteria listed in Column 2 of the *POC 2*.

6. Any other information that would be useful for team members to have.